



## MANITOU SPRINGS HISTORIC DISTRICT DESIGNATION SUBMITTAL INSTRUCTIONS and CHECKLIST

A Historic District may be nominated by the City Council, the Historic Preservation Commission, the owner(s) of the structure(s) to be designated or upon a petition from any person, group or organization. While this checklist may be helpful, it is not designed to be a substitute for the Historic Preservation Code provisions. Applicants are expected to review the details of the code. A pre-application meeting shall be scheduled with the Planning Staff prior to a Historic District Designation submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Site map illustrating boundaries of the proposed district.
- 2) Preliminary statement of significance

By 5:00 p.m. on the published submittal date, the following information, as specified in Chapter 17.04.040 of the Manitou Springs Municipal Code, shall be provided to the Planning Department:



- ☐ 1. Completed application form with nonrefundable application fee.
- ☐ 2. One to scale copy up to 11"x 17", or three copies over 11"x 17" and up to 24"x 36" and a reduced size (not to exceed 11" x 17"), of a map delineating the boundaries of the proposed district.
- ☐ 3. An address/ownership list of all properties located within the proposed boundaries.
- ☐ 4. The construction dates for each building on these properties.
- ☐ 5. A statement asserting that a majority of the buildings, structures, or sites within the proposed boundaries, when considered as a whole:
  - a. reflect significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes or distinctive examples of park or community planning; or
  - b. convey a sense of historic or architectural cohesiveness through their design, setting, materials, workmanship or association; or
  - c. have historic significance and retain a high degree of Integrity; or
  - d. embody distinctive Characteristics of a style, type, period or method of Construction, or are a valuable example of the use of indigenous materials or craftsmanship; or
  - e. represent the works of notable builders, designers or architects; or
  - f. The area in general is associated with a historically significant period in the development of the community or is associated with special historical events.
- ☐ 6. Draft Historic District Designation Ordinance.